



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 103**
Plan Review Submittal (**Commercial Checklist**) For New Buildings and Additions (as well as Foundations, Shells and First Time Finish-outs)

DATE: January 7, 2010/*Revised July 15 2015*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, Development Services Department (DSD) created this **revised** bulletin to update IB103 for the 2015 building and fire related codes. This Information Bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

This submittal form (checklist) is intended for a new commercial building, a non-occupiable structure, or an addition to an existing building. This checklist would be used for phased permitting of a new building – separate permits for the foundation, superstructure, building shell, and/or a first time interior finish-out of that shell.

If your project is a remodel to an existing building, this checklist is not appropriate and you are directed to the separate checklist included with the Commercial Remodel Permit Application.

The City of San Antonio is currently under the 2015 *International Codes*, 2014 *NEC* and including the 2015 *International Energy Conservation Code*. The list of adopted codes and local amendments for these codes can be found at: [New Chapter 10 - Building Related Codes](#)

The 2015 *International Building Code* Section 107.3.4 requires the owner to designate on the building permit application a registered design professional who shall act as the Registered Design Professional in Responsible Charge (RDPiRC). For plans requiring a design professional, this individual is required to sign this document, and is responsible for the final special inspections report. See [IB 132](#)

This checklist contains four parts:

- I: **Review Submittal Form** – Used to provide permit history to expedite reviews; to help DSD and TCI Storm Water find information previously submitted.
- II. **Minimum items REQUIRED** to be submitted with and/or shown on the construction plans to expedite completeness review of the application and the start of plan review.

NOTE:

(Part II lists the required items to submit for a typical new occupiable building. A permit application for a non-occupiable structure or for a small occupiable building may not need all the "Required" items for the submittal package. Alternatively, an item listed as "Required" may not be required for a phased submittal package if you are splitting/phasing a permit into several permit applications; a foundation with civil site-work, then a permit for the shell building and lastly a permit for a first time interior finish out.

- III. **List of details that may or may not be applicable** to your project with links to other forms. This list contains all the items that are typically needed for each design discipline. The RDPiRC should check those items that are being submitted with the application. Some details are required as part of the minimum items in Part II above, but provide further information.
- IV. **Signature page for the RDPiRC**

If you have any questions on this process, please contact the Plans Review Staff at DSDPlansManagement@sanantonio.gov or by calling (210) 207-4408.

Summary:

This information bulletin is for informational purposes only.

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**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
PUBLIC WORKS DEPARTMENT**

PART I - Building Permit Review Submittal Form

Date _____

Project Name: _____

Design Firm: _____ Engineer of Record: _____

Contact Person: _____ Phone: _____ Email: _____

Building Permit AP #: (assigned at intake of application) _____

To expedite review, please reference all City-approved Plans, Plats and Building Permits associated with this address/ permit. Please provide as much information as available.

Parent Projects for this Building Permit:

	NUMBER	NAME	DATE	Approved SWMP*
MDP (MPCD):	_____	_____	_____	<input type="checkbox"/>
PUD:	_____	_____	_____	<input type="checkbox"/>
Plat:	_____	_____	_____	<input type="checkbox"/>
Building Permits:				
Site:	_____	_____	_____	<input type="checkbox"/>
Foundation:	_____	_____	_____	<input type="checkbox"/>
Shell:	_____	_____	_____	<input type="checkbox"/>
Full:	_____	_____	_____	<input type="checkbox"/>

***Storm Water Management Plan with Adverse Impact Analysis. If plat was approved prior to October 1997, adverse impact analysis approval is required.**

Comments: _____

Part II MINIMUM REQUIREMENTS FOR SUBMITTAL

(☒) **Full Permit - New Building, or Building Addition:** *Check those items that are submitted:*

REQUIRED ITEMS FOR ALL NEW OCCUPIABLE BUILDINGS	COMMENTS AND NOTES & LOCATION OF SUBMITTAL DOCUMENTS ON-LINE
This Checklist – last page signed by the RDPiRC	RDPiRC signature not required for plans that do not require a design professional as determined by the State of Texas or the City of San Antonio
A complete application for building permit.	Commercial Building Permit Application
Two copies of the latest recorded plat or plat deferral that matches the site plan or a Letter of Determination. (May submit a copy of the proposed plat currently in review with the Plat ID No.)	Bexar County Land Records Letter of Determination In some cases a conditional building permit may be issued if the plat is not yet recorded; but in any case no Certificate of Occupancy will be issued without recordation of the plat.
Two identical sets of construction documents for paper submittal process – See IB 216 if submitting electronically	Include: 1. Title Sheet with the Project Title, a Location Map, and a list of applicable codes. Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc 2. Index Sheet of all drawings (with the dated of latest issuance/revision).
Proof of Valid Address	Applicant must obtain a valid address for new buildings/suites and the combining or splitting of suites in multi tenant existing buildings. An address assignment is made with: DSD Addressing Refer to IB 536 for more information.
Tree affidavit, notarized and signed	Tree Affidavit and IB 523
Energy Conservation Compliance Report	COMCheck from the DOE (based on the 2015 IECC or ASHRAE 90.1-2013. Or other software as approved by the DOE. See IB 221 for more information regarding COMcheck versions accepted through December 2015. For speculative buildings where the tenant(s) are not yet known, (such as a commercial strip center) as a minimum, the building envelope must be shown to be code compliant and built with the shell building. Plumbing Mechanical and Electrical energy compliant systems may be submitted and installed at the tenant finish-out stage.
Architect/Engineer's Letter of Energy Review	See IB 221 for the form and information. The Architect/Engineer's Letter of Energy Review is required even if all items are checked "No".
Three (3) copies of the Fire Protection Site Plan (label as such).	The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2015 IFC Section 501.3.1. 2015 International Fire Code Amendments
Fire Flow Test Report in accordance with COSA standard fire flow test format.	COSA-SAFD Fire Flow Test Form Fire flow test must have been conducted no more than twelve (12) months prior to the date of construction document submittal to COSA. Flow test shall be for on the fire hydrants nearest the project site unless otherwise approved by the fire code official.
Traffic Impact Analysis (TIA) Worksheet or proof of previous TIA Study	(Required for new occupiable structures) Traffic Impact Analysis Worksheet
Asbestos Survey Form	Required for additions and remodels to existing buildings http://docsonline.sanantonio.gov/FileUploads/dsd/ASBESTOS_SURVEYCERTIFICATION.pdf
Architectural Sheets	Required: 1. Floor Plan(s) 2. Wall and floor/roof/ceiling sections and details, including UL (or other appropriate agency's) design numbers for all fire rated assemblies. Details necessary to convey compliance with the state energy conservation code (IECC). 3. Reflected ceiling plan(s) 4. Exterior elevations

		<ol style="list-style-type: none"> Calculations of the Occupant Load, in graphical or tabular form, showing the number of occupants to be accommodated on each floor, and in all rooms and spaces. See 2015 <i>International Building Code</i> Section 107.2.3 Clear identification and detailing of any fire rated partitions, barriers and fire walls, and doors with hourly ratings, as defined by the 2015 IBC & UL
	<p>Civil Site Plan</p> <p>Provide one (1) additional copy of all new civil work proposed on site and within the Right-of-Way (sidewalks, driveways, approaches, parking lots, proposed median work, loading dock areas and other paved areas, including streets, curbs and gutters).</p>	<p>Required:</p> <ol style="list-style-type: none"> Legal description of the property (matching latest recorded plat representation of the land). - Location on plans: Address (city issued) North arrow indicated on plan Bearings of all property lines Location of all recorded easement(s) on the property Location of the public right-of-way adjacent to the property Plan showing dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters Show sidewalk and handicapped ramps to be replaced if not ADA compliant.
	Structural Sheets	<p>Required:</p> <ol style="list-style-type: none"> Foundation Plan(s) Superstructure Plan(s) (Framing plan and roof plan) Design Criteria per IBC Section 1603 Design load: List design load combination (IBC 1605.1) Live loads (IBC table 1607.1): List design floor live loads for each use category. State live-load reductions, if any, and show basis (IBC section 1607.10). Wind load: (chapter 6 of ASCE 7 IBC Section 1609). <ol style="list-style-type: none"> Show basis of design wind mph for primary frames and systems (IBC Section 1609 or ASCE Section 6). State importance Factor I (IBC 1609.4). Earthquake loads: (IBC Section 1613.1). Deferred Design Submittals (if any) List of deferred submittals that the structural engineer of record will be responsible for reviewing and then observing or requiring inspections during construction, <u>and</u> a list of deferred submittals that the structural engineer of record will not be responsible for either reviewing or inspecting during construction. See the 2015 <i>International Building Code</i> Section 107.3.4.2. For deferred submittals not reviewed by the structural engineer, the City will require the submittal, including shop drawings, for City review and inspections. For structural shop drawings that the structural engineer will be reviewing, a letter of compliance is required to be submitted to the department prior to issuance of the Certificate of Occupancy.
	Drainage Submittal	<p>Required:</p> <ol style="list-style-type: none"> Location map on U.S.G.S. A Site Grading Plan to include (as applicable): <ul style="list-style-type: none"> All existing and proposed contours of the property. REQUIRED Location of all public right-of-ways adjacent to the property. Existing AND proposed storm drainage systems (indicate routing of all proposed systems to the point of connection to public facilities). Boundaries of any FEMA Designated 1% A.C. (Annual Chance) Floodplains. Location of all existing or proposed drainage easements on or adjacent to the property Regional Storm Water Management Program Participation Form Stormwater Participation Form Storm Water Management Plan (Required only IF the proposed increase in impervious cover is GREATER than 4,300 sq. ft.) Two copies of a Storm Water Management Plan (SWMP). Items to be included in the SWMP are noted in the Review Checklist http://portalcms/TCI/Services/StormWaterPlanReview.aspx IF the proposed increase in impervious cover is LESS than or equal to 4,300 sq. ft.:

		Two copies of correspondence from the design professional or contractor describing the on-site drainage patterns and any impact on adjoining properties.
	Flood Plain Submittal	<p>Required If in, adjacent or impacting a FEMA Floodplain:</p> <ol style="list-style-type: none"> 1. Floodplain Submittal (Unified Development Code Appendix F) 2. Boundaries of any FEMA Designated 1% A.C. (Annual Chance) Floodplains OR SITE PERMIT APPROVAL <p>Note: If filling in floodplain, FEMA approval of Conditional Letter of Map Revision (CLOMR) is required before Foundation Permit approval.</p> <p>Note: Flood proofing may be an option for commercial properties in the floodplain. http://docsonline.sanantonio.gov/FileUploads/dsd/FldprfCertW-instr.pdf Storm Water Engineering Division will conduct a review for projects located adjacent to or impacting FEMA designated floodplains. Floodplain information may be obtained from the Public Works Storm Water Engineering Design review team at the Development and Business Service Center, 1901 S. Alamo, 2nd floor, San Antonio, Texas 78204, (210) 207-8047. Floodplain Development Permit is required for all new construction projects and remodeling projects adjacent to or in the floodplain. Floodplain Development Permit</p>
	Three copies of the Tree Preservation/Canopy Plan	<p>UDC Sections 35-523, 35-524, 35-B123, 35-B124, 35-B125, 35-B126 The applicant shall submit (3) sets of tree preservation plans. The plans include:</p> <ol style="list-style-type: none"> 1. Survey showing the location of all significant, heritage, or mitigation trees, including clusters, an inventory with calculations, and tree protection notes and details. 35-B123(a) 2. Calculations showing the development will meet the required minimum percent Tree Canopy <p>Tree preservation/Tree Canopy Ordinance</p>
	Three copies of the Landscaping/Irrigation Plan	<p>Landscaping UDC Sections 35-510, 511, 512 & 35-B10, Irrigation UDC Sections 35- B107 (h), 35-511 (c) (6) Required: A landscape plan shall consist of three (3) sets of plans with the contents prescribed in 35-B107(a) and comply with the environmental standards set forth in the City of San Antonio Unified Development Code.. A Landscape Architect seal is required when the impervious surface (combination of building, parking lot, sidewalks etc.) exceeds 4,300 sq.ft. 35-511 (b). Landscape plans are required to show a minimum of 70 points earned. Commercial projects which do not include off-street parking within the street yard, shall show a minimum of 25 points earned. (required to provide all calculations) UDC 35-511 (e) (1). http://docsonline.sanantonio.gov/FileUploads/dsd/IB183.pdf</p> <p><u>Parking Lot Shading</u> (Required to show all calculations on plan) up to 35 points maximum. 20 points may be earned for shading 25% of parking lot, 5 points may be earned for shading 35% of parking lot, and 15 points may be earned for shading 50% of parking lot. Existing trees may also be used as parking lot shading if within 12 feet of any edge and meet RPZ requirements. Refer to Appendix E for shade value. 35-511 (c)(7) & 35-511 (e)(4)</p> <p>An irrigation plan shall consist of two (2) sets of plans with the contents prescribed in 35-B107 (d) and 35-511 (c) (6). Project name, street address, legal description, date, scale, north arrow, names, addresses, and telephone numbers of both the property owner and the person preparing the plan required. Irrigation is required when landscape area exceeds 2,000 square feet, and/or 10 or more trees, or if project exceeds 4,300 square feet of impervious surface. A hose bib may be used if plant material is within 100 feet. A Letter of conformity must be attached or embedded on plan and signed by licensed Irrigator.</p>
	Payment of the Plan Review Fee	<p>The fee will be determined and communicated to the applicant at the completion of the submittal intake/completeness review. Payment is due prior to plan review starting. After approval of the plans, the building permit fee is due prior to issuance of the permit and the applicant obtaining the copy of the approved construction plans. For a preliminary fee calculation please refer to: https://webapps1.sanantonio.gov/planfeeestimator/</p>

ITEMS REQUIRED FOR MOST APPLICATIONS		See Details Part III Below for more information
	Texas Department of Licensing and Regulation AB# (Architectural/ Barriers Number)	Required if valuation stated on the application is equal to or exceeds \$50,000) TDLR Form www.license.state.tx.us
	Determination of Required Special Inspections (Requirements as per Chapter 17 of the 2015 International Building Code) FOR EACH SEPARATE STRUCTURE TO BE CONSTRUCTED	IB 132 Program Policies, Guidelines and Forms For the Design Professional's use: http://docsonline.sanantonio.gov/FileUploads/dsd/SIReportLetter.pdf http://docsonline.sanantonio.gov/FileUploads/dsd/SINonComplianceLtr.pdf Final document required prior to obtaining the Certificate of Occupancy: http://docsonline.sanantonio.gov/FileUploads/dsd/SIRDPiRCFinalReport.pdf <i>Location on plans:</i>
	Regional Stormwater Management Participation Form (RSWMPF)	Regional Storm Water Management Participation Form (RSWMPF) with original signature. Required when the impervious cover equals or exceeds 4300 square feet.
	Complete Commodities Storage Letter	For Storage, Retail, Warehouse, Manufacturing and/or Hazardous Materials storage or use , etc. See IB 192a for Commodities Storage Letter Instructions to determine submittal requirements. See also IB 192b for answers to FAQ's and Definitions related to Commodities Storage Letter requirements in the City's fire code.
	Mechanical, Electrical, Plumbing	See Part III Below for required items
	Tree Preservation and Tree Canopy	If the property is 2 acres in size or greater, provide the Habitat Compliance Form . See Information Bulletin 520
	Submittals to Health Department	A Health review will be conducted for projects that include a restaurant, grocery store, or other establishment that sells or prepares food or food products. Please refer to the Details Part III below for information regarding finish schedules, sinks, dishwashing requirements, and dumpsters. Health requirements and information may be obtained from San Antonio Health Department, 332 W. Commerce, Suite 101, San Antonio, Texas 78205-2489, (210) 207-8853, FAX (210) 207-8039. See also the following website: http://www.sanantonio.gov/health/ .

PART III - OTHER ITEMS TO BE SUBMITTED IF APPLICABLE

Check if Provided

	GENERAL SUBMITTAL REQUIREMENTS
	Alcohol Sales Affidavit
	Sexually Oriented Business Affidavit
	Two copies of any approved Code Modification Requests (CMR), if design is based on an approved CMR (Refer to section 104.10 and 104.11, 2015 IBC). Also, indication of the approval of any encroachment of the project into the public-right-of-way.
	Preliminary Plan Review Meeting(s), if a meeting was held: Minutes when approved by the City of San Antonio. Meeting minutes shall include AP Number(s), date(s), attendance sheet(s), and City approved meeting minutes.
	A spreadsheet (City specified format) for multi-building applications for one site. Additional Building Form NOTE: Each building being constructed, enlarged altered, moved, etc. Per 2015 IBC section 101.2 must be separately represented on the form and the form must be complete. Each building will be issued a separate building permit number for inspection and certificate of occupancy purposes, however, may be reviewed under the main building permit number during plan review. Each building requires its own valuation to determine plan review and building permit fees.

	Distance surveys and zoning compliance letters for sale of alcohol, Bed and Breakfast, Community Home for Disabled Persons, Head Shop, Transitional Home, Sexually Oriented Business, and Live Entertainment.
	STRUCTURAL (Building and Civil)
	Miscellaneous Site Structures; e.g., retaining walls, fences, etc. See IB 171 for Retaining Wall Requirements -(Retaining walls require separate permits)
	ELEVATOR
	Hoistway: Show hoistway construction and access. IBC section 713.14 and chapter 30. - Location on plans:
	Hoistway: Show any equipment, ducts, or wiring located in hoistway. Location on plans:
	Machine Room: Show machine room construction, ventilation, pressurization and access, if required. IBC section 3005 - Location on plans:
	High-rise Requirements: Show all details related to high-rise requirements. - Location on plans:
	Pit Construction: Show pit construction details. - Location on plans:
	Emergency/Security Operation: Provide information on all emergency/security operations. - Location on plans:
	Elevator recall functions are required per Section 607 of the 2015 International Fire Code. If a building is <u>not</u> equipped with a fire alarm system, specific elevator recall functions must be described on the elevator plans. Location on plans:
	Elevator sump pumps are required to meet the requirement of the Texas Department of Licensing and Regulation (TDLR). See Information Bulletin 160 . Location on plans:
	FIRE
	If the private or public water supply piping is not yet constructed, and that will serve new fire hydrants and/or fire sprinkler systems, hydraulic calculations for the proposed water supply piping design shall be submitted. The calculations shall be based on the flow test conducted on the hydrants nearest the project site and shall verify that the piping design provides the minimum required fire flow at no less than 25 psi residual. Refer to COSA Amendments to the 2015 IFC Section 507.5.7.
	City approved smoke management and/or fire protection/life safety reports where required (high rise, atriums, smoke protected assembly seating, covered mall buildings, etc.). See IB 185 - Smoke Control System Submittal Requirements .
	For proposed medical care facilities (e.g., hospitals, day-surgery centers, medical clinics, dental clinics, veterinary clinics, dialysis clinics, diagnostic imaging centers, medical labs, etc.), submit a completed COSA Medical Gas Form. See IB 175 – Medical Gas Form for submittal requirements. _
	For swimming pools, hot tubs and spas proposed present in a commercial facility (e.g., hotels, motels, apartment complexes, fitness centers and other public accessible locations), submit a completed COSA Swimming Pool Chemicals Form. See IB 200 – Swimming Pool Chemicals Form for submittal requirements.
	MECHANICAL
	HVAC equipment and schedules: Show locations, type, capacity, energy efficiency, and weight/support of all heating, ventilation and air conditioning (HVAC) equipment. - Location on plans:
	Rated Enclosures: Show or specify wall construction and opening protection where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.). - Location on plans:
	Special Equipment: Show special equipment such as kitchen hoods, garage ventilation, paint booth exhaust, automatic fire suppression, etc. - Location on plans:
	Fire or Smoke Control: Define in specifications or on plans special use of equipment in conjunction with fire or smoke control. - Location on plans:
	Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information. - Location on plans:
	Special Requirement: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment. - Location on plans:

	Air Distribution System: Show all duct runs, fire/smoke dampers where applicable, sheet metal gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc. - Location on plans:
	2009 <i>International Energy Conservation Code</i> Compliance/Calculations for Mechanical/Plumbing Equipment. Using the COMcheck software, provide Mechanical Reports/Certificate www.energycodes.gov - Location on plans:
	ELECTRICAL
	Utility Site Plan: The site plan should include location of all electrical equipment external to the building envelope, such as: power poles, overhead or underground electric lines, service equipment, pad mount transformers, generators, signs, pole lights, and exterior building lights.
	Riser Diagram: The riser diagram should be a complete and comprehensive one-line diagram, including all service equipment, panels, transformers, generators, and fire pumps. The riser should also include all conductor sizes, over current protection sizes, conduit sizes, and ground fault protection at the service if applicable.
	Grounding Detail: The grounding detail can be incorporated in the riser or detailed separately; either format should include all conductor sizes, ground rod size, and location of bond. As a minimum the grounding electrode system shall consist of a concrete encased electrode, cold water bond, structural steel bond and grounding electrode. All methods of grounding/bonding should be sized and installed as per NEC article 250.
	Interior Electrical Layout: The power plan should include the locations, circuiting, and wiring methods, of all electrical equipment such as panels, transformers, disconnects, elevator equipment, receptacles, etc. The lighting plan should include the location of all fixtures and switches or other method of control (occupancy sensor, contactor, photo cell, time clock, etc.). All 2009 IECC requirements such as bi-level switching, occupancy sensors, master switches, etc... will be required where applicable.
	Load Analysis: The load analysis should be calculated as per NEC article 220, and will need to include and indicate any existing load to assure adequate capacity of a common service, panel, load center, etc...
	Panel Schedules: The panel schedules should include frame sizes, main lug or main breaker, feeder size, number of circuits, all overcurrent protection sizes (including main), NEMA classification of enclosure, and indication of any arc fault, ground fault, or shunt trip type breakers.
	Fixture Schedule: The fixture schedule should include a fixture description, number of lamps, maximum lamp wattage, installed lamp wattage, and number of fixtures.
	IECC Lighting Compliance Certificate: The 2009 <i>International Energy Conservation Code</i> (IECC) is enforced. Com check- EZ versions 2009, ASHRAE 90.1-2010 are accepted.
	If your project lies within five miles of one of the military bases in Bexar County, your project must conform to the outdoor lighting requirements of Ordinance 2008-12-11-1133. The Ordinance can be reviewed at: http://docsonline.sanantonio.gov/FileUploads/dsd/MilitarysOrdinanceVersion28.pdf
	Additional Electrical Notes: <ol style="list-style-type: none"> 1. Once CPS Energy has approved two services to one structure, the required two hour fire barrier that separates the areas served by each will need to be indicated on the appropriate architectural drawings as well as the electrical drawings. 2. Rooms containing large equipment as defined by NEC article 110.26 (c) (2) will need to indicate the correct door swing and hardware. This information will need to be shown on the appropriate architectural drawings as well as the electrical drawings. 3. Disconnecting means for heating equipment covered in article 424 of the NEC and for Refrigeration equipment found in article 440 of the NEC will be required to be independently supported off the unit. This requirement will also apply to the required servicing 120 volt receptacle outlet. Please reference Section 10-93 (1) (e) & (f) of Chapter 10 of the City Code for more details. 4. Exterior lighting designs on all commercial structures in addition to meeting NEC requirements will also need to be in accordance with section 35-392 of the Unified Development Code (UDC).
	PLUMBING
	Plumbing Fixtures: Show fixture numbers and locations. Number of fixtures is based on the Occupant Load of the building. Include water closets, urinals, lavatories and drinking fountains. Plumbing Fixtures installed are required to be on the current EPA list of WaterSense fixtures, with flow rates as per the 2015 IPC Amendments. The list of EPA WaterSense fixtures can be obtained at the EPA website: http://www.epa.gov/watersense/product_search.html - Location on plans:

	Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope. Provide riser diagram for multiple fixtures. - Location on plans:
	Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and water piping for multiple fixture installations. - Location on plans:
	Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities. - Location on plans:
	Materials: Indicate all piping materials. - Location on plans:
	Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc. - Location on plans:
	Venting System: Show pipe sizes, size of vent through the roof and connection to building drains. - Location on plans:
	Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixtures. Provide appropriate calculations.
	Gas Piping System Diagram: Provide schematic diagram of gas piping system Including system operating pressure. Developed lengths, gas outlets with stated demand in CFH. - Location on plans:
	ENERGY CONSERVATION
	Statement of Commissioning Requirements – If Commissioning is required. See the 2015 IECC Section C408, specifically C408.2.1 and Information Bulletin 221
	Other information as listed in Information Bulletin 221 Part III (detailed Submittal Requirements)
	HEALTH
	Finish schedules (floors, walls, ceilings and lighting).
	Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used.
	Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink.
	Dishwashing Machines: All automatic dish machines shall be installed and operated in accordance with code. All spray type dish machines, which are designed, for a hot water sanitizing rinse shall be provided with a booster heater, or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 180° F.
	Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas.
	Janitorial Sink (Mop Sink) A room, area, or cabinet shall be provided for the storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes; and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes: <ol style="list-style-type: none"> 1. A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or 2. A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities shall be connected to approved sewerage, and provided with hot and cold running water, and protected with a backflow device.
	Compliance with the smoking ordinance. http://www.sanantonio.gov/Health/HealthyLiving/Smoking.aspx
	Dumpster Enclosure: If an enclosure for trash cans and /or dumpster is to be utilized as a cleaning facility, it must be provided with hot and cold water. It must be curbed and sloped to drain into a sanitary sewer through a grease trap.

	PLANNING						
	<p>DSD's Zoning Section will conduct a review for projects that are located in any of the overlay districts listed below. The Zoning Section is located on the First Floor at DBSC, 1901 S. Alamo, San Antonio, Texas 78204. For more information regarding review of projects within the overlay district listed below, contact Margaret Pahl, Sr. Planner at 207-8208 or Tyler Sorrells, Planner, at 207-7395. Any questions regarding projects within Historic Districts, River Improvement Overlay Districts or the Viewshed Protection District, contact 210-207-0015.</p> <p>To determine your zoning designation, refer to this web page: https://gis.sanantonio.gov/PDS/onestop/index.html</p> <table> <tr> <td><u>Overlay Districts:</u></td><td><u>Contact:</u></td></tr> <tr> <td>Neighborhood Conservation Districts</td><td>210-207-8208</td></tr> <tr> <td>Corridor Overlay Districts</td><td>210-207-7395</td></tr> </table>	<u>Overlay Districts:</u>	<u>Contact:</u>	Neighborhood Conservation Districts	210-207-8208	Corridor Overlay Districts	210-207-7395
<u>Overlay Districts:</u>	<u>Contact:</u>						
Neighborhood Conservation Districts	210-207-8208						
Corridor Overlay Districts	210-207-7395						
	AVIATION						
	<p>The Aviation Department will conduct a review for projects located inside the Military Airport Overlays (MAOZ-1, MAOZ-2) and other Airport Overlay. The Aviation Department is located at 9800 Airport Boulevard, San Antonio, Texas 78216. For more information contact the Aviation Department at 210-207-3517. http://www.sanantonio.gov/aviation</p>						
	SAN ANTONIO WATER SYSTEM (SAWS)						
	<p>The San Antonio Water System will conduct a review for projects located inside the Edwards Recharge Zone (ERZD). Contact SAWS at 210-233-3519 for more information.</p> <p>Please be aware that utilities in right-of-ways or public easements, as well as utility connections to a public system are not reviewed by Development Services. It is the responsibility of the design team to submit utility designs to SAWS and to obtain permits from them to extend services and/or coordinate and tie into existing sanitary and water supply systems. This review and permitting process is a separate procedure and must be conducted directly with SAWS. For more information, please contact SAWS Business Website</p> <p>Please refer to the following SAWS development guide: http://www.saws.org/business_center/developer/devguide.cfm</p>						
	Texas Commission on Environmental Quality (TCEQ) approval letter.						

PART IV SIGNATURE OF THE RDPiRC

I hereby certify that I am the owner's Registered Design Professional in Responsible Charge (RDPiRC), or, in the absence of the RDPiRC, the designated alternate from the same company or the project owner; and that I have reviewed the attached submittal documents for compatibility with design of the project.

Certified by (signature): _____ Date: _____

Print Name: _____ Telephone #: _____

Company: _____

Company Street Address: _____

Company City/State/Zip Code: _____